

# Leave Run out Report

## QUICK REFERENCE GUIDE

**Use this procedure to run the Leave Runout Report.**

### ZTM\_LEAVE\_RUNOUT

Perform this procedure when you need to project when employee's leave balances will runout, i.e., for an FMLA or Leave Sharing event.

#### Prerequisites:

- **Employee is active in KHRIS**
- **You have access to the employee**
- **Employee must have a leave balance in either**



Enter the Transaction code (**ZTM\_LEAVE\_RUNOUT**) in the command field

Click the **green check**



### Leave Run-Out Projection

Leave Run-Out Projection

Personnel Number:

2113

Begin Date

02/23/2014

Time Variant

ZRUNOUT

Leave Type:

☒ ANNUAL

☒ SICK

☒ COMPENSATORY

☒ ANNUAL LEAVE SHARING

☒ SICK LEAVE SHARING

Enter the **PERNR** in the Personnel Number field

Enter the first **day** of the leave in the Begin Date field

Select the **type of leave** to use. You can select any combination of leave types.

Click the **Execute** button

### Leave Run-Out Projection

#### LEAVE RUN-OUT PROJECTION REPORT

Program: ZTMR010\_LEAVE\_RUNOUT

System: ECT

Date: 02/23/2014

Start Date: 02/23/2014

Employee Name: Abigail Gavin

Employee ID: 2113

Client: 320

Time: 22:20:35

Abs. quota type	Leave Desc	Current Balan...	Current Days	Projected Accrual	Projected Days	Total Days	Projected Leave Run Out Date
01	Annual Leave	0.00	0	0.00	0.00	0.00	
02	Sick Leave	0.00	0	0.00	0.00	0.00	
03	Comp Leave	34.00	4	1.00-	1.00-	3.00	
99	Runout	34.00	4	1.00-	1.00-	3.00	02/27/2014

**Disclaimer:** This projection is only an estimate and is not guaranteed to be an official or accurate leave run out date. The Human Resource Administrator should verify all dates and leave amounts. This estimating tool uses criteria established in and supported by KRS 18A and applicable regulations. The estimate assumes future accruals based upon the employee's work schedule and months of service and assumes that sufficient hours will be worked or compensated each month for future accrual. This estimating tool does not include annual leave awards from the Employee Evaluation process until the time is added to the employee balance. It does not take into consideration the rollover of excess annual leave to sick leave, based upon months of service, at the end of the calendar year.